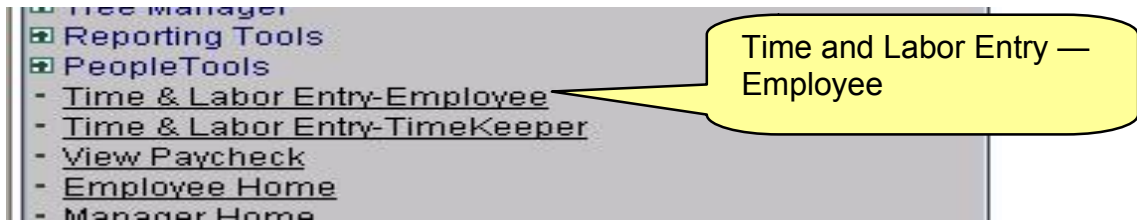


## Entering Work Time Using the Time and Labor Entry Screen – Hourly Employees

1. Refer to directions for ‘Logging into HRMS System.’
2. Click ‘Time and Labor Entry-Employee’ link on left-hand menu.



3. The screen for your current pay period will appear. If you have multiple jobs, a list of your active jobs will appear. Click on the job for which you need to enter your time.

The screenshot shows the 'UTI Entry Emp' screen. At the top, there are fields for EmpID (201068), Empl Rcd Nbr (0), Name (Blue, Bonnie), From Date (04/30/2006), End Date (05/13/2006), Appointment End Dt, Workgroup (HOURLY11P), 1st Meal Default (30), 2nd Meal Default, and Std Hrs/Wk (40.00). Below these are Business Title (Purchasing Asst) and Department (100100 Purchasing). A date field shows 05/12/2005 with a 'Refresh Period' button. The main section is titled 'Punch and Elapsed Time Detail' and contains a table with columns: Date, Day, In, Out, TRC, Amount Hours, 1st Meal Minute Override, 2nd Meal Minute Override, Transfer to Regular Shift, and Call In. The table has 6 rows for dates from 04/30/2006 to 05/05/2006. Each row has input fields for In and Out times, a TRC field, an Amount Hours field, and two Meal Minute Override fields. There are also 'Transfer to Regular Shift' and 'Call In' fields. The table is paginated to show 1-14 of 14 rows.

4. On the selected date, enter the correct ‘In’ and ‘Out’ punch time **to the minute** (must type P for PM). Screen will ‘flash’ and show total hours to the right of the punches. Also, military time can be used; the system will convert it to AM and PM.

The field to enter nonwork time will be ‘hidden’ as each new row is entered. Total time worked will appear under ‘Amount Hours.’

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Entering Work Time Using the Time/Labor Entry Page (cont'd)

5. Continue to enter work time for the pay period as necessary.
4. Click 'Save' at bottom of blue screen when time has been entered.

		Date	Day	In	Out	TRC	Amount Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In
+	-	05/01/2005	Sun	8:14AM	5:00PM		7.766667				
+	-	05/02/2005	Mon	8:10AM	4:55PM		7.750000				
+	-	05/03/2005	Tue	7:57AM	5:02PM		8.083333				
+	-	05/04/2005	Wed	8:00AM	4:59PM		7.983333				
+	-	05/05/2005	Thu								

*Note: The table above is a simplified representation of the screenshot. The original image shows a grid with callouts. One callout points to the 'In' and 'Out' columns for the first row, stating "'In' and 'Out' punches". Another callout points to the 'Amount Hours' column for the first row, stating "Total hours for the day".*

**Notes:** If time entered crosses a daybreaker into the next pay period, the time will appear at the top of the screen in the next pay period in green.

Additional dates cannot be added to the pay period. If other pay periods are needed, use the 'Refresh Period' button and enter new date for desired pay period. Or click on the 'Next Period/Prev Period' buttons to move back or forward one pay period.

### Correcting Time Entry Errors

1. If time has been incorrectly 'punched,' click the minus sign and all times on that line will be cleared, **OR** type over the existing punches and save.
2. If the time has already been approved and sent to Payroll, the change will be reflected in the next paycheck.

If PM is not entered appropriately, the system will automatically enter the time as AM. This will result in too many hours reported for one shift. If the hours reported are incorrect, change the AM to PM **and** use the calendar icon (next to the out punch) to select the correct date.

(continues)

